



## UNITED STATES MARINE CORPS

MARINE CORPS BASE  
PSC BOX 20004  
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 12340.1A  
BCPD  
24 Jan 94

### BASE ORDER 12340.1A

From: Commanding General  
To: Distribution List

Subj: PART-TIME CAREER EMPLOYMENT PROGRAM

Ref: (a) SECNAVINST 12340.7  
(b) MCO 12340.1 (NOTAL)  
(c) FPM/CPI 340 (NOTAL)

1. Purpose. To publish the guidelines and assign the responsibilities for the Part-Time Career Employment Program consistent with references (a) and (b).
2. Cancellation. BO 12340.1.
3. Definition. For purposes of this Order, part-time employment is defined as regularly scheduled work, from 16 to 32 hours per week, by a non-temporary employee.
4. Background
  - a. The Part-Time Employment Program is based in law, codified in Chapter 34, 5 U.S. Code. Regulations governing the administration of the Program are found at 5, CFR 340. The objective of the Program is to provide employment opportunity to individuals who are unable, for health or other personal reasons, to work full-time; and to provide management flexibility in meeting work requirements.
  - b. Requirements of the Program include setting goals for establishing career (non-temporary) part-time positions. Goals previously established by organizations are hereby canceled. However, all cases of part-time employment have been of temporary duration which is not covered by the Program.
5. Goals. No numerical goals by organization are established by this Order. Compliance with and support of the Program requirements will be as set for under paragraph 7 below.
6. Action

a. Organizational commanders, heads of command staff sections, and department heads.

(1) Review each position vacancy concurrently with approval of request to fill the vacancy and determine if the position lends itself to being filled under a part-time work schedule consistent with mission requirements. If the decision is to fill the position under part-time work schedule, so indicate by entering "P" in block 32 of the Request for Personnel Action, Standard Form (SF) 52. In block 33 of the SF-52, enter the number of hours the employee will be scheduled to work biweekly.

(2) Give due consideration to changing the work schedule of employees from full-time to part-time upon their request. If the decision is to approve the employee's request, refer the employee to the Employment Officer, Civilian Personnel Division, who will arrange for an explanation of the effect and change it would have upon the employee's conditions of employment and benefits.

24 Jan 94

b. Civilian Personnel Director

(1) Provide advice and assistance to department/organizations concerning the Part-Time Career Employment Program.

(2) Notify the public of part-time career employment opportunities as set forth in reference (c).

(3) Maintain records and render reports as required by the references.

c. Employment Officer

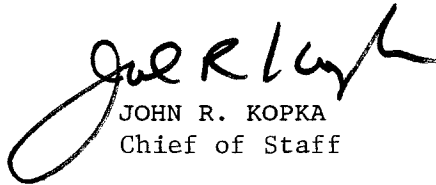
(1) Serve as the Program Coordinator for organizations that are affected by this Order. As such, he is the Civilian Personnel Director's staff member for carrying out the Program.

(2) Effect appointments/changes in work schedules of employees under the Program as an integral part of the appointing authority.

d. Supervisors/Managers. Provide information to their employees about the Program and make this Order available to them upon request.

7. Summary of revision. This Order is a complete revision and should be read in its entirety.

8. Concurrence. This Order has been coordinated with and concurred in by the Commanding Officer, Marine Corps Air Station, New River.

  
JOHN R. KOPKA  
Chief of Staff

DISTRIBUTION: C